INVITATION FOR BIDS

MOBILE STAGE UNIT

IFB No. 10-18-19

ADVERTISEMENT DATE
FRIDAY, AUGUST 9, 2019

ADDITIONAL INFORMATION & CLARIFICATION DEADLINE
FRIDAY, AUGUST 16, 2019 – BY NO LATER THAN 3:30 P.M. (LOCAL TIME)

BID SUBMITTAL DEADLINE
FRIDAY, AUGUST 30, 2019– BY NO LATER THAN 3:30 PM (LOCAL TIME)

AT
CITY OF NORTH MIAMI
OFFICE OF THE CITY CLERK
CITY HALL, 1ST FLOOR
776 NE 125TH STREET
NORTH MIAMI, FL 33161-4116

The responsibility for submitting a response to this Solicitation at the Office of the City Clerk on or before the stated time and date will be solely and strictly the responsibility of the Respondent. The City of North Miami will in no way be responsible for delays caused by the United States mail delivery or by any other method of delivery.

Copies of this Solicitation document may be obtained by contacting DemandStar at www.demandstar.com or calling 206-940-0305 and request Document No. 10-18-19 or may be downloaded from the City’s Purchasing Department website at http://www.northmiamifl.gov/departments/purchasing/current_bids_proposals.aspx

Contact Person: Jean Joinville
Email: purchasing@northmiamifl.gov
The City of North Miami, Florida ("City") is soliciting bids from qualified and experienced Manufacturer ("Bidders" or "Respondents") to provide a new Mobile Stage Unit to be used for various events throughout the City per the requirements and specifications contained in this Solicitation.

Please submit one (1) original Bid, two (2) copies of the Bid and one (1) digital copy on a USB Flash Drive either by mail or hand delivery in response to this Solicitation. Bids are to be submitted in a sealed envelope bearing the name of the individual and/or company, and the address as well as the number and title of this Solicitation by no later than the Submittal deadline specified in the Solicitation Timetable below. **All Bids received on a timely basis shall be opened and read immediately after the Submittal deadline has passed in the City of North Miami Council Chambers, located on the Second Floor of City Hall.** Bids received after said date and time will not be considered and no time extensions will be permitted. Bids must be addressed to the City of North Miami, Office of the City Clerk, 776 N E 125th Street, North Miami, Florida 33161. **Please mark the Bid envelope(s) clearly as follows:**

**“IMPORTANT, SOLICITATION ENCLOSED**

Mobile Stage Unit

IFB No. 10-18-19

The Solicitation timetable is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement Date</td>
<td>Friday, August 9, 2019</td>
<td></td>
</tr>
<tr>
<td>Deadline for Receipt of Questions</td>
<td>Friday, August 16, 2019</td>
<td>3:30 pm</td>
</tr>
<tr>
<td>Deadline for Bid Submittals</td>
<td>Friday, August 30, 2019</td>
<td>3:30 pm</td>
</tr>
<tr>
<td>City Council Award Date</td>
<td>To Be Determined</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The City reserves the right to delay or modify scheduled dates and will post notice of any changes on the Purchasing Department website.

**CONE OF SILENCE ORDINANCE**

Please be advised that this Solicitation is issued subject to Sections 7-192 and 7-193 of the City’s Code of Ordinances, otherwise referred to as the Cone of Silence Ordinance, prohibiting certain types of communications as further detailed in the General Conditions section of this Solicitation, while the Cone of Silence is in effect (see Appendix “A” for further information).

We look forward to your participation in this Solicitation.

Sincerely,

**Alberto Destrade**

Alberto Destrade
Purchasing Director
# Table of Contents

## Sections / Title

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Instructions to Bidders/ General Terms and Conditions</td>
</tr>
<tr>
<td>2.0</td>
<td>Special Conditions</td>
</tr>
<tr>
<td>3.0</td>
<td>Scope &amp; Specifications</td>
</tr>
<tr>
<td>4.0</td>
<td>Bid Form &amp; Supplemental Table</td>
</tr>
<tr>
<td>5.0</td>
<td>Cover Page &amp; Contact Information Form</td>
</tr>
<tr>
<td>6.0</td>
<td>Minimum Requirements and Bid Submittal Checklists</td>
</tr>
<tr>
<td>Appendix “A”</td>
<td>Cone of Silence Ordinance</td>
</tr>
</tbody>
</table>

All of our contract forms can be found on our website at:


- **A-1** Sworn Statement Under Section 287.133(3)(a), Florida Statutes, on Public Entity Crimes
- **A-2** Non-Collusive Bid Certificate
- **A-3** Local Preference Affidavit *(if applicable)*
- **A-3(a)** Statement of intent *(if applicable)*
- **A-5** Addendum to Bid Documents
- **A-6** Proposer’s Disclosure of Subcontractors and Suppliers *(if applicable)*
- **A-7** General Insurance Requirements
- **A-14** References
SECTION 1.0
INSTRUCTIONS TO BIDDERS/
GENERAL TERMS AND CONDITIONS

1.1 DEFINITIONS

a) "City" means the City of North Miami.

b) "City Council" means the governing body of the City comprised of the Mayor and City Council members.

c) "City Manager" means the Chief Executive Officer of the City or his designee.

d) "Contract" means a binding written agreement for the solicited Work and/or Services required by the City, including purchase orders, containing terms and obligations governing the relationship between the City and the Contractor.

e) "Contractor" means the Bidder or Proposer or Respondent that receives an award of Contract or agreement from the City as a result of this Solicitation.

f) "Department" means a department of the City, as may be designated herein.

g) "Bid" or "Response" means the documents timely remitted by Bidder or Proposer or Respondent, in response to this Solicitation.

h) "Bidder" or "Proposer" or "Respondent." All Contractors, consultants, organizations, Respondents or other entities submitting a response to this Solicitation.

i) "Project" is the total sum of all Work and Services (as defined herein) to be performed under this Contract.

j) "Scope of Services" or "Scope of Work" means Section 3.0 of this Solicitation, which details the Work to be performed by the Contractor or consultant.

k) "Solicitation" means this Invitation for Bids (IFB) document, and all associated addenda and attachments.

l) "Subcontractors" or "Sub-consultant" to mean any person, Respondent, entity or organization, other than the employees of the Contractor, who contracts with the Contractor to furnish labor, or labor and material, in connection with the Services to the City, whether directly or indirectly, on behalf of the Contractor.

m) "Work" or "Services" means all the labor, materials, machinery, supplies, furnishings, planning, supervision, facilities, tools, construction services, equipment, structures, and all things reasonably inferable from the Contract Documents to complete the Project.

1.2 SEALED BIDS:

Original copy of Bid Form as well as any other pertinent documents must be returned in order for the bid to be considered for award. All bids are subject to the conditions specified herein and on the attached Special Conditions, Specifications and Bid Form.

1.3 CITY OVERVIEW

North Miami, Florida (est. pop. 60,000) is a diverse community, ideally located midway between Miami and Fort Lauderdale and encompasses approximately 9.5 square miles. As the fifth-largest city of Miami-Dade County, North Miami is committed to growth in its business community, while also focusing on issues such as education, the arts, leisure activities and sustainability to provide a viable future for our residents and preserve the City’s rich history since its incorporation in 1926.

The City currently has 550+ employees and provides a wide range of governmental services including public safety/police services, parks and recreation, public works, water and sewer, planning, building and zoning, code enforcement, and community development to its citizens.

The City is a very large consumer of goods and services and the purchasing decisions of our employees and Contractors can positively or negatively affect the environment. By including environmental considerations in our procurement decisions, along with our traditional concerns with price, performance and availability, we will remain fiscally responsible while promoting practices that improve public health and safety, reduce pollution, and conserve natural resources.

1.4 EXECUTION OF BID:

The bid must contain a manual signature of an authorized representative in the space provided on the Bid Form. Failure to properly sign the Bid shall invalidate same and it shall NOT be considered for award. All bids must be completed in pen or be typed. No erasures are permitted. If a correction is necessary draw a single line through the entered figure and enter the corrected figure above it. Corrections must be initialed by the person signing the bid. Any illegible entries, pencil bids or corrections not initialed will not be tabulated. The original bid conditions and specifications CANNOT be changed or altered in any way after submitted to the City.

1.5 INVITATION

This invitation is extended to Respondents that can provide the services and meet the requirement(s) specified herein. The requirements presented in this Solicitation represent the City’s anticipated needs.
1.6 PRICES QUOTES

Deduct trade discounts and quote firm net prices. Give both unit price and extended total, when requested. Prices must be stated in units of quantity specified in the Bid specifications. In case of discrepancy in computing the amount of the Bid, the UNIT PRICE quoted will govern. All prices must be F.O.B. destination, freight prepaid (unless otherwise stated in special conditions). Discounts to be given for prompt payment. Award, if made, will be in accordance with terms and conditions stated herein. Each item must be proposed separately and no attempts are to be made to tie any item or items in with any other item or items. Cash or quantity discounts offered will not be a consideration in determination of award of Bid(s). All prices quoted shall be guaranteed for 90 days from Bid date unless otherwise specified in Special Conditions.

1.7 TAXES:

The City of North Miami is exempt from all federal excise and state taxes. The applicable tax exemption number is shown on the Purchase Order.

1.8 MISTAKES:

Bidders are expected to examine the specifications, delivery schedules, Bid prices and extensions and all instructions pertaining to supplies and Services. Failure to do so will be at the Bidder's risk.

1.9 UNDERWRITERS’ LABORATORIES:

Unless otherwise stipulated in the Bid, all manufactured items and fabricated assemblies shall be U.L. listed or re-examination listing where such has been established by U.L. for the item(s) offered and furnished.

1.10 BID’S CONDITIONS:

The City reserves the right to waive irregularities in Bids or to reject all Bids or any part of any Bid deemed necessary for the best interest of the City of North Miami, Florida.

1.11 PRODUCTS, MATERIALS WITH RECYCLED CONTENT:

It is the intent and policy of the City of North Miami, Florida, that the needs of the City for products and materials be made using recycled contents whenever possible. Bidders must certify in writing the percentage of recycled content in the product or material. “Recycled content” means materials that have been recycled that are contained in the products or materials to be procured, including, but not limited to, paper, aluminum, glass and composted material. The minimum percentage of recycled content shall be twenty-five (25) percent of materials recovered from post-consumer waste. The term does not include internally generated scrap that is commonly used in industrial or manufactured processes or waste or scrap purchased from another manufacturer who manufactures the same or a closely related product. The city may allow up to ten (10) percent price difference to a responsible Bidder who has certified in writing the above-recycled content.

1.12 EQUIVALENTS:

If Bidder offers makes of equipment or brands of supplies other than those specified, it must be indicated in the Bid. Specific article(s) of equipment/supplies shall conform in quality, design and construction with all published claims of the manufacturer.

Brand Names: Catalog numbers, manufacturers’ and brand names, when listed are informational guides as to a standard of acceptable product quality level only and should not be construed as an endorsement or a product limitation of recognized and legitimate manufacturers. Bidder shall formally substantiate and verify that product(s) offered conform with or exceed quality as listed in the specifications.

Bidder shall indicate on the Bid Form the manufacturers’ name and number if proposing other than the specified brands, and shall indicate ANY deviation from the specifications as listed. Other than specified items offered requires complete descriptive technical literature marked to indicate detail(s) conformance with specifications and MUST BE INCLUDED WITH THE BID. NO BIDS WILL BE CONSIDERED WITHOUT THIS DATA.

Lacking any written indication of intent to quote an alternate brand or model number, the Bid will be considered as incomplete and not in compliance with the specifications as listed on the attached form.

1.13 NON-CONFORMANCE TO CONTRACT CONDITIONS:

Items may be tested for compliance with specifications. Any item delivered, not conforming to specifications, may be rejected and returned at Bidder’s expense. These items and items not delivered as per delivery date in Bid and/or purchase order may be purchased on the open market. Any increase in cost may be charged against the Bidder. Any violation of these stipulations may also result in Bidder’s Name being removed from the vendor list.

1.14 SAMPLES:

Samples of items, when required, must be furnished free of expense and, if not destroyed, will, upon request, be returned at the Bidder’s expense. Bidder will be responsible for the removal of all samples furnished within (30) days after Bid opening. All samples will be disposed of after thirty.
(30) days. Each individual sample must be labeled with Bidder’s name. Failure of Bidder to either deliver required samples or to clearly identify samples may be reason for rejection of the Bid. Unless otherwise indicated, samples should be delivered to the Purchasing Department, 776 N.E. 125th Street, North Miami, Florida 33161.

1.15 DELIVERY:

Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days (in calendar days) required to make delivery after receipt of purchase order, in space provided. Delivery time may become a basis for making an award. Delivery shall be within the normal working hours of the City, Monday through Friday, excluding holidays.

1.16 INTERPRETATIONS:

Unless otherwise stated in the Bid, any questions concerning conditions and specifications should be submitted in writing to the Purchasing Department, purchasing@northmiamifl.gov.

1.17 AWARDS:

The City reserves the right to reject all Bids or any portion of any Bid deemed necessary for the best interest of the City; to accept any item or group of items; to acquire additional quantities at prices quoted on the Bid Form unless additional quantities are not acceptable, in which case the Bid Form must be noted “BID IS FOR SPECIFIED QUANTITY ONLY”. All awards made as a result of this Bid shall conform to applicable Florida Statutes.

1.18 BID OPENING:

Bids shall be opened and publicly read in the City of North Miami Council Chambers, 776 N.E. 125th Street, North Miami, Florida, on the date and at the time specified on the Solicitation Timetable. All Bids received after that time shall be returned, unopened.

1.19 INSPECTION, ACCEPTANCE & TITLE:

Inspection and acceptance will be FOB destination unless otherwise provided. Title to/or risk of loss or damage to all items shall be the responsibility of the successful Bidder until acceptance by the City, unless loss or damage is the result of gross negligence by the City. If the materials or Services supplied to the City are found to be defective or not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return product at Bidder’s expense.

1.20 PAYMENT:

Payment will be made by the City after the services awarded to a Bidder have been received, inspected, and found to comply with award specifications, free of damage or defect and properly invoiced.

1.21 DISPUTES:

In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the City shall be final and binding on both parties.

1.22 LEGAL REQUIREMENTS:

Federal, State, county and city laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the Bidder will in no way be a cause for relief from responsibility.

1.23 PATENTS & ROYALTIES:

The Bidder, without exception, shall indemnify and save harmless the City of North Miami, Florida and its employees from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the Contract, including its use by the City. If the Bidder uses any design, device or materials covered by letters, patent, or copyright, it is mutually understood and agreed, without exception, that the Bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the Work.

1.24 OSHA:

The Bidder warrants that the product and Services supplied to the City shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition will be considered as a breach of Contract. Any fines levied because of inadequacies to comply with these requirements shall be borne solely by the Bidder responsible for same.

1.25 SAFETY PRECAUTIONS:

The Bidder shall, if required, maintain suitable and sufficient guards and barriers and, at night, suitable and sufficient lighting for the prevention of accidents and all minimum safety standards required by municipal, County, State and Federal ordinances and laws shall be strictly met by the Bidder.

1.26 SPECIAL CONDITIONS:

Any and all Special Conditions that may vary from these general instructions shall take precedence.
1.27 ANTI-DISCRIMINATION:

The Bidder certifies compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin.

1.28 QUALITY:

All materials used for the manufacture or construction of any supplies, materials or equipment covered by this Bid shall be new. The items listed in the Bid must be new, unless recycled materials are certified by Bidder, the latest model, of the best quality, and highest grade workmanship.

1.29 LIABILITY, INSURANCE, LICENSES AND PERMITS:

Where Bidders are required to enter or go onto City of North Miami property to deliver materials or perform Work or Services as a result of a Bid award, the successful Bidder will assume the full duty, obligation and expense of obtaining all necessary licenses, permits and insurance and assure all Work complies with all Miami-Dade County and City of North Miami building requirements and the South Florida Building Code. The Bidder shall be liable for any damages or loss to the City occasioned by negligence of the Bidder (or agent) or any person the Bidder has designated in the completion of the contract as a result of the Bid.

1.30 BID BONDS, AND PERFORMANCE BONDS

Not Applicable

1.31 PUBLIC ENTITY CRIMES AFFIDAVIT

The Public Entity Crime Affidavit, (Form "A-1") attached to this Solicitation, includes documentation that shall be executed by an individual authorized to bind the Respondent. If the Public Entity Crime Affidavit is not submitted as part of the Respondent's Response package, is altered in any manner or is not fully completed, the Respondent may be deemed non-responsive to the Solicitation requirements.

1.32 PUBLIC ENTITY CRIME / DISCRIMINATORY RESPONDENT LIST

Any Respondent, or any of its suppliers, Subcontractors, or consultants who shall perform Work which is intended to benefit the City, shall not be a convicted Respondent or included on the discriminatory Respondent list. If the Respondent or any affiliate of the Respondent has been convicted of a public entity crime or has been placed on the discriminatory Respondent list, a period longer than 36 months must have passed since that person was placed on the convicted Respondent or discriminatory Respondent list. The Respondent further understands and accepts that any Contract issued as a result of this Solicitation shall be either voidable or subject to immediate termination by the City. The City in the event in such termination, shall not incur any liability to the Respondent for any Work or materials furnished.

1.33 LOBBYING

All Respondents, their agents and proposed sub-consultants or Subcontractors, are hereby placed on notice that the City Council, any evaluation committee members, neither employees of the City nor employees of any other project sponsoring agencies shall be lobbied either individually or collectively regarding this Solicitation. Respondents, their agents and proposed sub-consultants or Subcontractors are hereby placed on notice that they are prohibited from contacting any of these individuals for any purpose relating to the Solicitation (e.g., general information, meetings of introduction, meals, etc.). Any Bid submitted by a Respondent, its agents and potential sub-consultants or Subcontractors who violate these guidelines will not be considered for review. The Procurement Director or designee (identified on the cover page of this Solicitation) shall be the only point of contact for questions and/or clarifications concerning the Solicitation, the selection process and the negotiation and award procedures.

1.34 SUSPENSION OF CONTRACTORS FOR MATERIAL BREACH OF CITY CONTRACTS

Pursuant to Section 7-160 (a), (b) & (c), City Code, the Purchasing Director may temporarily or permanently suspend Contractors from doing business with the City whenever a Contractor materialy breaches its Contract with the City. Any Bid submitted by a Respondent, its proposed Subcontractors or sub-consultants who are included on the City's Suspension List shall not be considered for review.

In addition, the principles of any Respondents or its proposed Subcontractors or sub-consultants shall not attempt to do business with the City under a different name or form a new legal entity in order to do business with the City while the principals of the Respondent or its proposed Subcontractors or sub-consultants remain on the Suspension List. In the event there is any intentional misrepresentation, the Respondent further understands and accepts that any Contract issued as a result of this Solicitation shall be subject to immediate termination for default and suspension procedures by the City. The City, in the event of such termination, shall not incur any liability to the Respondent for any Work or material furnished.
1.35 POINTS OF CONTACT TIMETABLE FOR INQUIRIES

Respondents shall contact the Purchasing Department, for all inquiries relating to this Solicitation. All Respondents’ technical inquiries shall be confirmed in writing either through the mail or electronic mail.

Technical questions will not be entertained beyond the cut-off date indicated on the cover page so that answers to substantive questions, in the form of written addenda, can be posted on the City’s web site (www.northmiamifl.gov) and DemandStar at www.demandstar.com or calling 206-940-0305 and requesting the corresponding documents number.

1.36 VERBAL REPRESENTATION

No verbal representation made by the City staff shall be binding. The contents of this IFB and any subsequent addenda issued by the City shall govern all aspects of this Solicitation.

1.37 ADDENDA

If any Solicitation revisions become necessary, the City will post written addenda on the City web’s site at http://www.northmiamifl.gov/departments/purchasing/current_bids_proposals.aspx and on Demand Star at www.demandstar.com or calling 206-940-0305 and requesting the corresponding document number at least seven (7) calendar days before the date scheduled for opening the responses. The City may revise the deadline for response submission at any time prior to the date and time scheduled for opening the responses. It is the responsibility of all Respondents to ascertain whether any addenda have been issued before the Solicitation deadline by either calling or checking the City’s web site (www.northmiamifl.gov) and Demand Star at www.demandstar.com or calling 206-940-0305 and requesting the corresponding document number. All addenda placed on the Demand Star can be downloaded.

1.38 CANCELLATION OF CONTRACT

The City reserves the right to cancel this Contract by written notice to the Contractor effective the date specified in the notice should any of the following applies:

A) The Contractor is determined by the City to be in breach of any of the terms and conditions of the Contract and/or to have failed to perform his/her Services in a manner satisfactory to the City. In the event the Contractor is found to be in default, the Contractor will be paid for all labor materials provided as of the termination date. No consideration will be given for anticipated loss of revenue or the canceled portions of the Contract.
B) The City Manager has determined that such cancellation will be in the best interest of the City to cancel the Contract for its own convenience.
C) Funds are not available to cover the cost of the Services. The City’s obligation is contingent upon the availability of appropriate funds.

1.39 BID PROTEST

Respondents should refer to Section 7-158 of the City Code of Ordinances for provisions relating to protests of Solicitations and awards.

1.40 CONTRACT

The selected Respondent understands that this Solicitation or the response shall not constitute a contract with the City. No contract is binding or official until responses are reviewed and accepted by appointed City Staff, approved by the appropriate level of authority within the City and an official contract is duly executed by the parties. The selected Respondent shall be required to sign a Contract which the City determines to be fair, competitive and reasonable.

1.41 BID RESPONSE COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a response to this Solicitation. All information in the response shall be provided at no cost to the City.

1.42 SUBSTITUTIONS:

The City of North Miami, Florida WILL NOT accept substitute shipments of any kind. Bidder(s) is expected to furnish the brand quoted in their Bid once awarded. Any substitute shipments will be returned at the Bidder’s expense.

1.43 BID SUBMITTAL AND OPENING

All responses shall be submitted in a sealed envelope by the deadline indicated on the cover page of this Solicitation. The response shall identify the Solicitation number and title specified on the cover page of this Solicitation. Reference information shall also be marked on the outside of the sealed envelope, including the Respondent’s return address. The City assumes no responsibility for responses not properly marked.

The City will not accept responses delivered after the established deadline. If the response is delivered after the established deadline, a Respondent shall be deemed non-responsive to the Solicitation requirements.
Receipts of a response by any City office, receptionist or personnel other than the Clerk's Office will not constitute “delivery” as required by this Solicitation. The City will not accept or consider responses submitted via facsimile transmission. The public is welcome to attend the Solicitation opening.

1.44 ASSIGNMENT:

The Contractor shall not assign, transfer, convey, sublet or otherwise dispose of any contract, including any or all of its right, title, or interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the City.

A Respondent shall not transfer or assign its Response to a third party following submission of a Bid to the City.

1.45 WITHDRAWAL OF RESPONSE

Respondents shall withdraw their submitted Bid by notifying the City either in writing or in person through an authorized representative at any time prior to the submission deadline. Individuals making the withdrawal shall provide evidence of serving as an authorized representative of the Respondent. Once Bids are opened, they become the property of the City and will not be returned to Respondents even if they are subsequently withdrawn from consideration.

1.46 PUBLIC RECORDS AND EXEMPTIONS

Contractor understands that the public shall have access, at all reasonable times, to all documents and information pertaining to City contracts, subject to the provisions of Chapter 119, Florida Statutes, and agrees to allow access by the City and the public to all documents subject to disclosure under applicable law.

Upon receipt, responses become “public records” and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Respondents shall invoke the exemptions to disclosure provided by law, in the response to the Solicitation, by providing the specific statutory authority for the claimed exemption, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary. Responses will be made available for public inspection at the time the City posts notice of its decision or intended decision concerning contract awards, or thirty (30) days after the response opening, whichever is earlier.

1.47 REJECTION OF RESPONSES

Pursuant to Section 7-136, City Code, the City reserves the right to reject any and all Responses for reasons including, but not limited to, the following:

1. When such rejection is in the interests of the City;
2. If such Bid is deemed non-responsive;
3. If the Respondent is deemed non-responsible;
4. If the Bid contains any materials irregularities. Minor irregularities contained in Response may be waived by the City. A minor irregularity is a variation from the Solicitation that does not affect the price of the Contract nor does it give a Respondent an advantage or benefit not enjoyed by other Respondents and does not adversely impact the City.

1.48 BIDDER FACILITIES:

The City reserves the right to inspect the Bidder’s facilities (offices) at any time with prior notice.

1.49 APPLICABLE LAW AND VENUE:

The laws of the State of Florida shall govern the Contract between the City of North Miami and the successful Bidder and any legal action shall be brought in Miami-Dade County, Florida.

1.50 CLARIFICATION AND ADDENDA TO BID SPECIFICATIONS:

If any person contemplating submitting a Bid under this Invitation for Bid is in doubt as to the true meaning of the specifications or other Bid documents or any part thereof, the Bidder must submit to the City of North Miami Purchasing Department a request for clarification by the deadline specified on the Solicitation Timetable. All such requests for clarification must be made in writing and the person submitting the request will be responsible for its timely delivery.

Any interpretation of the Bid, if made, will be made only by Addendum duly issued by the City of North Miami Purchasing Department. The City shall issue an Addendum if clarification or changes are required. A copy of such Addendum will be mailed to each Bidder receiving the Invitation for Bid. In the event of conflict with the original Contract Documents, Addendum shall govern all other Contract Documents to the extent specified. Subsequent addendum shall govern over prior addendum only to the extent specified.

1.51 BID REVIEW

Each Response will be reviewed to determine if the Bid is responsive to the submission requirements outlined in the Solicitation. A responsive Bid is one which follows the requirements of the IFB, includes all documentation, is of timely submission, and has the appropriate signature as required on each document. Failure to comply with these requirements may result in a Bid being deemed non-responsive.
1.52 CITY OPTIONS

The City may, at its sole and absolute discretion, reject any or all responses, re-advertise this Solicitation, postpone or cancel this Solicitation process at any time, or waive any irregularities in this Solicitation or in the responses received as a result of this Solicitation.

The determination of the criteria and process whereby responses are evaluated, the decision as to who shall receive a Contract award, or whether an award shall ever be made as a result of this Solicitation, shall be the sole and absolute discretion of the City.

In no event will any successful challenger of these determinations or decisions be automatically entitled to the award of this Solicitation.

The submittal of a Bid will be considered by the City as constituting an offer by the Respondent to provide the Services described in this Solicitation.

1.53 CONTRACT AWARD

The City anticipates the award of one Contract, but reserves the right not to make any award whatsoever, or award to multiple Bidders, if determined to be in the interest of the City.

Prior to Contract award, the Respondent(s) shall submit documentation reflecting any required insurance coverage. The Contract number shall be included on the insurance documentation submitted to the City at the time of award execution and for all subsequent updates to the insurance coverage throughout the Contract period. Failure to execute the Contract and/or to provide evidence of any required insurance coverage shall be just cause for the termination of the award.

A) A Contract may be awarded to the lowest responsive, responsible Bidder(s) whose Bid(s), conforming to the Invitation for Bid, is most advantageous to the City of North Miami. The lowest responsive, responsible Bidder(s) will be determined in conjunction with the method of award which is described in the Special Conditions. Tie Bids will be decided as described in Special Conditions.

B) The City shall award a Contract to a Bidder through action taken by either the City Council or the City Manager.

C) The general Terms and Conditions, the Special Conditions, the Technical Specification, and the Bidder’s Bid are collectively an integral part of the Contract between the City of North Miami and the successful Bidder.

D) While the City of North Miami may determine to award a Contract to a Bidder(s) under this Invitation for Bid, said award may be conditional on the subsequent submission of other documents as specified in the Special Conditions. The Bidder shall be in default of any conditional award if any of these documents are not submitted in a timely manner and in the form required by the City. If the Bidder is in default, the City, through the Purchasing Director, will void its acceptance of the Bidder’s offer and may determine to select the second-lowest responsive, responsible Bidder or re-solicit Bids. The City may, at its sole option, seek monetary restitution from the defaulting Bidder as a result of damages or excess costs sustained and/or may prohibit the Bidder from submitting future Bids for a period of one year.

1.54 AWARD OF AGREEMENT:

Contractor represents and warrants to the City that he/she has not employed or retained any person or company employed by the City to solicit or secure this Agreement and that he/she has not offered to pay, paid, or agreed to pay any person any fee, commission, percentage, brokerage fee, or gift of any kind contingent upon or in connection with the award of this Agreement.

1.55 BID SUBMITTAL/ADDENDUMS

All Bids submitted shall include the completed Bid Form and all required product information and any other items as indicated on the Bid Form. Bids will be considered “Non-Responsive” if the required information is not submitted by the date and time specified or prior to award.

Before submitting a Bid, each Respondent shall make all investigations and examinations necessary to ascertain if any addendums were issued by the Purchasing Department.

1.56 OPTIONAL CONTRACT USAGE:

Other State agencies, and/or Governmental Entities in the State of Florida may purchase from the resulting Contract. Contractors shall sell these commodities or Services to the other State agencies and/or Governmental Entities in the State of Florida at the agencies’ and/or entities option.

1.57 SPOT MARKET PURCHASES:

It is the intent of the City to purchase the items specifically listed in this Bid from the selected Bidder. However, items that are to be “Spot Market Purchased” may be purchased by other methods, i.e. Federal, State or local contracts.

1.58 FORCE MAJEURE:

A “Force Majeure Event” shall mean an act of God, act of governmental body or military authority, fire, explosion, power failure, flood, storm, hurricane, sink hole, other natural disasters, epidemic riot or civil disturbance, war of terrorism, sabotage, insurrection, blockade, or embargo. In the event that either party is delayed in the performance of any act or obligation pursuant to or required by the Agreement by reason of a Force Majeure Event, the
time for required completion of such act or obligation shall be extended by the number of days equal to the total numbers of days, if any, that such party is actually delayed by such Force Majeure Event. The party seeking delay in performance shall give notice to the other party specifying the anticipated duration of the delay, and if such delay shall extend beyond the duration specified in such notice, additional notice shall be repeated no less than monthly so long as such delay due to a Force Majeure Event continues. Any party seeking delay in performance due to a Force Majeure Event shall use its best efforts to rectify any condition causing such delay and shall cooperate with the other party to overcome any delay that has resulted.

1.59 NON-RESPONSIVE BIDS

Bids found to be non-responsive shall not be considered. Bids may be rejected if found to be in non-conformance with the requirements and instructions herein contained. A Bid may be found to be non-responsive by reasons, including, but not limited to, failure to utilize or complete prescribed forms, conditional responses, incomplete responses, indefinite or ambiguous responses, failure to meet deadlines and improper and/or undated signatures.

Other conditions which may cause rejection of Bids include evidence of collusion among Respondents, obvious lack of experience or expertise to perform the required Work, submission of more than one Bid for the same Work from an individual, Respondent, joint venture, or corporation under the same or a different name, failure to perform or meet financial obligations on previous contracts, employment of unauthorized aliens in violation of Section 274A (e) of the Immigration and Nationalization Act, or in the event an individual, Respondent, partnership, or corporation is on the United States Comptroller General's List of Ineligible Design-Build for Federally Financed or Assisted Projects.

Bids will also be rejected if not delivered or received on or before the date and time specified as the due date for submission.

1.60 CONE OF SILENCE

This Solicitation is issued subject to Sections 7-192 and 7-193 of the City Code, Cone of Silence, which prohibits certain types of communication with City Council members, City staff and Evaluation Committee members following issuance of the Solicitation (see Appendix "A").

Upon the Cone of Silence taking effect, the Purchasing Department shall issue public notice thereof by providing written notice to the affected City departments, the City Clerk’s Office and to each City Council member. Notwithstanding any other provision of this section, the imposition of a Cone of Silence on a particular Solicitation shall not preclude the Purchasing Department from obtaining industry comment or performing market research provided all communication related thereto with a potential Respondent, Proposer, supplier, lobbyist or consultant are in writing or made at a duly noticed public meeting.

The Cone of Silence ordinance does not apply to communication at a Pre-Proposal conference, presentations before Selection Committees, negotiation meetings, presentations made to the City Council during any duly noticed public consultant are in writing or are made at a duly noticed public meeting.

The ordinance does not apply to verbal communications at pre-solicitation conference, verbal presentations before selection committees, Contract negotiations, public presentations made to the City Council during any duly noticed public meeting or communications in writing at any time with any City Council unless specifically prohibited by the applicable IFB, RFP, or RFQ documents. A copy of all written communications must be filed with the City Clerk.

1.61 RESPONDENT'S DISCLOSURE OF SUBCONTRACTORS AND SUPPLIERS

This Solicitation shall require that the Respondent submits with its Response a listing of all Subcontractors or sub-consultants who will perform any part of the Contract Work and all suppliers who will supply materials for the Contract Work direct to the selected Respondent. Failure to comply with this requirement shall render the Response non-responsive. In addition, the selected Respondent shall not change or substitute Subcontractors or suppliers from those listed in the Bid except upon written approval of the City (See "Form A-6").

1.62 BUSINESS ENTITY / RESPONDENT REGISTRATION

The City of North Miami requires individuals and business entities to complete registration application before doing business with the City. Respondents must register with the City to present a Bid; however, the selected Respondent(s) must register prior to award of a Contract as failure to register may result in the rejection of the Bid. To register, contact the Purchasing Department at (305) 895-9886 or you may download the application from our website at http://www.northmiamifl.gov/departments/purchasing/vendor_registration.aspx it is the responsibility of each vendor to update and renew its application concerning any changes such as new address, telephone number, commodities, etc. during the performance of any agreement obtained as a result of this IFB.

1.63 EXCEPTION TO THE SOLICITATION

Respondents may take exceptions to any of the terms of this Solicitation unless it specifically states where exceptions may not be taken.
Respondent takes exception where none is permitted, the Proposal will be rejected as non-responsive. All exceptions taken must indicate clearly what alternative is being offered to allow the City a meaningful opportunity to evaluate and rank Proposals, and the cost implications of the exception (if any). Where exceptions are taken, the City shall determine the acceptability of the proposed exceptions. After completing evaluations, the City may accept or reject the exceptions. When exceptions are rejected, the City may insist that the Respondent furnish the Services or goods described herein or negotiate an acceptable alternative.

All exceptions shall be referenced by utilizing the corresponding section, paragraph and page number in this Solicitation. However, the City is under no obligation to accept any exceptions. If no exception is stated, the City will assume that the Respondent has accepted all terms and conditions contained in this Solicitation.

1.64 LOCAL VENDOR PREFERENCE

The evaluation of competitive Solicitations is subject to Section 7-151, City Code which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the Respondent shall submit in writing its compliance with any two of the following objective criteria (see Form A-3).

A local business shall be defined as:

a) A business located in the City with a current City business tax receipt issued prior to the City’s issuance of the solicitation for supplies or services; and/or

b) Has at least ten (10) percent of its total workforce residing in the City prior to the City’s issuance of the solicitation for supplies or services; and/or

c) Subcontracts at least ten (10) percent of the contractual amount of a City project with subcontractors who are physically located within the City (must submit Form A-3(a) as part of the Proposal).

The local business preference is used to assign a preference of ten (10) percent of the total evaluation point, or ten (10) percent of the total price to those Respondents who qualify for this preference.

The Respondent seeking local business reference has the burden to show that it qualifies for the preference, by submitting supporting documentation, to the satisfaction of the City. Failure to do so may result in being considered ineligible for local business preference.

1.65 COMMUNITY BENEFITS PLAN

Not Applicable

1.66 MODIFICATIONS OF RESPONSE

No unsolicited modifications to Responses will be permitted after the date and hour of the Bid opening.

1.67 TRUTH IN NEGOTIATION STATEMENT

Not applicable.

1.68 LATE SUBMISSIONS

The City will not accept Bids received after opening time and encourages early submittal.

1.69 SOLICITATION OPENING

Properly received Responses will be announced at the Bid Opening. Responses will be opened in the City Council Chambers located on the 2nd floor of City Hall 776 NE 125th Street, North Miami, FL 33161. A list of Respondents shall be placed on the City’s website.

1.70 ATTORNEYS’ FEES

In the event of any dispute arising under or related to the Agreement, the prevailing party shall be entitled to recover all actual attorney fees, costs and expenses incurred by it in connection with that dispute and/or the enforcement of the Agreement, including all such actual attorney fees, costs and expenses at all judicial levels, including appeal, until such dispute is resolved with finality.

1.71 CONFLICTS OF INTEREST

The City’s Conflict of Interest guidelines, provided under Chapter 2, Division 1, of the City Code, as amended, shall apply to this Solicitation and Contract. Respondents should be aware, that if awarded a Contract, no person under its employ who presently exercises any functions or responsibilities on behalf of the City in connection with this Solicitation has any personal financial interest, directly or indirectly, with Contractors or Respondents providing professional Services on Work assigned to the Contractor, except as fully disclosed and approved by the City. Contractor shall further be aware that if awarded, in the performance of this Solicitation no person having such conflicting interest shall be employed.

1.72 INSTALLATION SERVICES

The Contractor warrants and accepts that any and all Work required during the construction or installation phase, irrespective of the cause, shall be deemed the responsibility of the Contractor at no additional cost to the City.
Finally, the Contractor accepts, understands and agrees that these provisions of the Agreement constitute a material inducement for the City to enter into the Agreement and that the City has indeed relied on these particular provisions in making its decision to enter into the Agreement with Contractor.

1.73 CONTRACTOR RELIANCE ON BUILDING DEPARTMENT

It is understood and agreed by the Contractor that the North Miami Building Department and its inspectors are professionals who are dedicated to providing efficient and courteous service to all residents, professionals, Contractors and the public at large through plans processing, inspections and building maintenance, which ensures the protection of the citizens and enhances the quality of life within the City. For the purposes of this Project, the Building Department is not a surrogate of the City. All decisions by the Building Department as to whether some aspect of the Project is or is not in compliance with the Florida Building Code, Florida Fire Prevention Code and/or any other applicable codes, regulations, laws and ordinances are independent of and not deemed to be an act or a decision by the City. The Contractor agrees that it shall be the responsibility of the Contractor to ensure compliance with all applicable codes, regulations, law and ordinances. The Contractor warrants and accepts that any and all Work necessitated by inspections which is not prescribed in the Plans or Specifications, but necessitated to bring the Project into conformity with the Contract Documents and all applicable laws, codes, regulations, procedures and/or considered inside the contemplation of the Contract Documents shall be deemed the responsibility of the Contractor at no additional cost to the City.

1.74 CONTRACTOR OBLIGATIONS

The Contractor warrants that any and all Work, materials, Services or equipment that may reasonably be inferred from the Contract Documents as being required to produce the intended result, will be supplied by the Contractor at its own cost, whether or not specifically called for.

The Contractor warrants and accepts that any and all Work, materials, Services or equipment necessitated by the inspections of City and/or County agencies, or other regulatory agencies as are applicable, to bring the Project into conformity with the Contract Documents and all applicable laws, codes, regulations, procedures, or considered inside the contemplation of the Contract Documents, shall be deemed the responsibility of the Contractor at no additional cost to the City.

1.75 EEOP UTILIZATION REPORT

Manual will be provided upon request.

END OF SECTION
SECTION 2.0
SPECIAL CONDITIONS

2.1 PURPOSE
The City of North Miami is soliciting bids from qualified and experienced Manufacturer ("Bidders" or "Respondents") to provide a new Mobile Stage Unit to be used for various events by the City’s Parks and Recreation Department in accordance with the requirements and specifications contained in this Solicitation.

2.2 BIDDER QUALIFICATIONS
To be considered eligible for this Solicitation, the Respondent must demonstrate that it meets the qualifications and has the experience, capacity and resources to successfully execute this Project. Any Bidder that fails to meet all the following requirements may be deemed “NON-RESPONSIVE”. As part of their bid proposal, Bidders must submit documentation that demonstrates compliance with the following criteria:

a. Bidders must be licensed to do business in the State of Florida. Please submit Sunbiz report with your company registered as active.

Bidders submitting proposals as joint ventures shall submit a fully executed copy of their joint venture agreement. The joint venture must also comply and submit evidence of being licensed to do business in the State of Florida in order to be considered for this project.

b. Provide documentation that demonstrates the Bidder has a minimum of five (5) years of experience as a Mobile Stage Unit retailer and/or manufacturer.

c. Each bidder must be able to demonstrate that they have available and are currently maintaining an established service center and parts depot capable of satisfying the warranty service requirements and parts requirements for the model and quantity of units bid. The bidder must be willing to submit a current parts price list covering all parts for the model of unit bid.

d. References: The Respondent must provide at least three (3) references of clients for which it has performed work similar in scope to the project described in this Solicitation, within the past ten (10) years. If available, such references should be for projects performed on behalf of public/government agencies located within the State of Florida. References must be submitted on contract Form A-14.

NOTE: Please be advised that it is the sole responsibility of each Bidder to provide accurate and up to date information regarding references. In the event that the City is unable to either verify the project information submitted or if the information is incorrect, the Bidder may be deemed NON-RESPONSIVE.
2.3 **METHOD OF AWARD**

The City intends to award this Contract to the lowest responsive and responsible Bidder whose price, experience and qualifications proves to be the most beneficial to the City. The City reserves the right to reject low Bids, to waive irregularities and/or inconsistencies in any Bid, and to award this Contract in a manner deemed to be in the City’s best interest.

2.4 **COMPLETION TIME**

Completion of this project must be achieved within **one hundred and eighty (180) calendar days** from the City’s issuance of a Notice-to-Proceed. The City seeks a manufacturer that will provide accurate and timely completion. The awarded Bidder must adhere to the completion schedule. If, the successful Bidder fails at any time to meet the requirements herein, including completion requirements, then the contract may be canceled upon written notice.

2.5 **PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT**

If the Bidder is awarded a contract under this bid solicitation, the prices quoted by the Bidder on the Bid Form shall remain fixed and firm during the term of this contract; provided, however, that the Bid may offer incentive discounts from this fixed price to the City at any time during the contractual term.

2.6 **INSURANCE**

Respondents must submit with their Bid submittal either, proof of insurance meeting or exceeding the following coverage or a letter of intent to provide the following requirements if awarded a Contract:

2.6.1 **COMMERCIAL GENERAL LIABILITY**

Commercial General Liability Insurance – preferably written on an occurrence form with minimum limits of **$2 Million** per occurrence for bodily injury and property damage. This coverage shall also include bodily injury, property damage, personal and advertising injury, medical expenses and products/completed operations with an extended reporting period of 3 years (for claims made policies).

2.6.2 **COMMERCIAL AUTOMOBILE LIABILITY**

With minimum limit of **$1 Million**, covering any auto including non-owned, hired or leased.

2.6.3 **WORKER’S COMPENSATION**

As required by the State of Florida with statutory limits, and Employer's Liability with a minimum limit of **$1,000,000** per accident for bodily injury or disease.

Both Commercial General and Automobile Liability insurance policies shall name the City of North Miami as “additional insured”. All insurance required herein shall be written as primary policies, not contributing to or in excess of any coverage that the City may carry.

All insurance policies required by the Contract shall be maintained in full force and effect throughout the term period. The insurance carriers shall have a minimum of A+ rating based on the latest rating publication for Property and Casualty Insurers such as A.M. Best Company (or its equivalent). All insurers must be lawfully admitted to conduct
business within the State of Florida. Required insurance coverage must be approved by the City’s Risk Management prior to signing of Contract. Contractor may produce any insurance under a “blanket” or “umbrella” insurance policy, provided that such policy or a certificate of such policy specify the amount(s) of the total insurance allocated to this Contract. Coverage limits shall equal or exceed the amount(s) required by this agreement and shall not be reduced for claims made on other projects undertaken by Contractor.

The Contractor must submit, prior to signing of Contract, a Certificate of Insurance naming the City of North Miami as additional insured for Commercial General Liability and Auto Liability Insurance. Contractor shall guarantee all required insurances remain current and in effect throughout the term of Contract.

Contractor shall indemnify and hold harmless the City and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the City or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of an Agreement by the Contractor or its employees, agents, servants, partners principals or Subcontractors.

Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon.

Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City or its officers, employees, agents and instrumentalities as herein provided.

The Contractor must submit the above-referenced insurance certificate(s) to the City no later than ten (10) days from notice of award and prior to execution of the Contract naming the City of North Miami as additional insured.

2.7 **FAILURE TO PERFORM**

In the event that the awarded Bidder fails to commence work on the project on a timely manner or if the Bidder proceeds to work on the project in an inappropriate or protracted manner, the City may notify the Bidder to cease and desist all work on the project. If so, the City may pursue any and all remedies available to it including, but not limited to, requesting that the surety complete the work, calling on the next lowest responsive and responsible Bidder to finish the work or advertising for bids and award a new contract for the uncompleted work and charge any additional costs incurred by the City, regardless of the course of action chosen by the City, to the originally awarded Bidder.

2.8 **METHOD OF PAYMENT**

The City shall provide partial payments for Work completed by the Contractor during various phases of the Work Assignment. The Respondent shall provide fully documented invoices, which indicate, in addition to the basic information set forth below, the time and materials provided to the City user department(s) that requested the Work through a purchase order. It shall be understood that such invoices shall not be authorized for
payment until such time as a City representative has inspected and approved the completed phase of the Work Assignment. The percentage or component of completed Work which corresponds to the acceptable payment schedule shall be as follows:

All invoices shall contain the following basic information:

2.8.1 **CONTRACTOR INFORMATION:**
- The name of the business organization as specified on the Contract between City and Contractor
- Date of invoice
- Invoice number
- Respondent’s Federal Identification Number on file with the State

2.8.2 **CITY INFORMATION:**
- City Purchase Order Number

2.8.3 **PRICING INFORMATION:**
- Unit price of the goods, Services or property provided
- Extended total price of the goods, Services or property
- Applicable discounts

2.8.4 **GOODS OR SERVICES PROVIDED PER CONTRACT:**
- Description
- Quantity

2.8.5 **DELIVERY INFORMATION:**
- Delivery terms set forth within the City Purchase Order
- Location and date of delivery of goods, Services or property

2.8.6 **FAILURE TO COMPLY:**
- Failure to submit invoices in the prescribed manner will delay payment.

Payment will be made not more than once a month, unless approved by the City. The City will pay the Contract price minus any liquidated damages, back charges and/or other damages to the Bidder upon final completion and acceptance.

Bidder must submit a lump sum price inclusive of all labor, parts/supplies, equipment needed to furnish, deliver, erect, and install and connect completely all of the material and appliances described herein and in the drawings, and supply all other incidental material and appliances, tools, transportation, etc., required to make the Work complete and to leave the area in first-class condition as stated on the Bid Form.

2.9 **LIQUIDATED DAMAGES**

Bidders are placed on notice that failure to achieve Final Completion of this project within a 180 day period from NTP shall authorize the City to charge and deduct from the Contract amount owed to the awarded Bidder a daily amount of $250.00 will be deducted from any compensation due to the contractor as liquidated damages for each and every day which exceeds the deadline for completion.

As an alternative to liquidated damages, the City may instead notify the Bidder to cease work and proceed to complete the work in the manner deemed most appropriate by the City. The total cost incurred by the City to complete the project including, but not limited
to, the cost of materials, rent, labor, equipment, supervision and overhead shall be deducted from the originally awarded Bidder’s contract and any overage shall be charged to the Bidder.

2.10 **PRODUCT INFORMATION**

All Bidders must submit product information on any alternate and/or substitute item they propose to furnish on this bid, if different from products specified. Any bid not containing this information may be rejected for that reason.

2.11 **EQUAL PRODUCT, MANUFACTURER’S PRODUCT**

Where equal is proposed, bid must be accompanied by complete product information sheet. The City shall be the sole judge of the acceptability of the product in conformance with the Bid Specifications and its decision shall be final.

2.12 **COMPLETE PROJECT REQUIRED**

These specifications describe the various items or classes of work required, enumerating or defining the extent of same necessary, but failure to list any items or classes under scope of the several sections shall not relieve the Bidder from furnishing, installing or performing such work where required by any part of these specifications, or necessary to the satisfactory completion of the project.

2.13 **EXCEPTIONS TO SPECIFICATIONS**

Exceptions to the Specifications shall be listed on the Bid Form and shall reference the section. Any exceptions to the General or Special Conditions may be cause for the bid to be considered non-responsive.

2.14 **PRICES SHALL BE FIXED FOR TERM OF CONTRACT**

If the Bidder is awarded a Contract under this Bid solicitation, the prices quoted by the Bidder on the Bid form shall remain fixed and firm during the term of this Contract.

2.15 **FEDERAL AND STATE REGULATIONS**

The awarded Bidder shall comply with the latest edition of the Florida Building Code and all other applicable federal, state and local rules and regulations that apply to the execution and satisfactory completion of the project.

2.16 **INSPECTION, ACCEPTANCE & TITLE**

Inspection and acceptance will be at destination unless otherwise provided. Title to/or risk of loss or damage to all items shall be the responsibility of the successful bidder until acceptance by the City.

2.17 **MATERIALS SHALL BE NEW AND WARRANTED AGAINST DEFECTS**

The Contractor hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the Respondent in conjunction with this Bid and resultant Contract shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the materials supplied to the City by the Respondent are found to be defective or do not conform to specifications:
2.17.1 The materials may be returned to the Respondent at the Respondent’s expense and the Contract canceled or

2.17.2 The City may require the Respondent to replace the materials at the Respondent’s expense.

2.18 **WARRANTY SHALL BE SUPPLIED IN WRITTEN FORM**

2.18.1 **TYPE OF WARRANTY COVERAGE REQUIRED**

The Respondent shall provide a copy of its written warranty certificates with its initial offer, or upon request from the City. Failure to meet this requirement may result in the offer being deemed non-responsive. The warranty supplied by the Respondent shall remain in force for the full period identified by the Respondent; regardless of whether the Respondent is under Contract with the City at the time of defect. Any payment by the City on behalf of the goods or Services received from the Respondent does not constitute a waiver of these warranty provisions.

2.18.2 **CORRECTING DEFECTS COVERED UNDER WARRANTY**

The Respondent shall be responsible for promptly correcting any deficiency, at no cost to the City, within seven (7) calendar days after the City notifies the Contractor of such deficiency in writing. If the Contractor fails to satisfy the warranty within the period specified in the notice, the City Manager may;

(a) Place Contractor in default of its Contract, and/or

(b) Procure the products or Services from another source and charge the Contractor for any additional costs that are incurred by the City for Work or materials; either through a credit memorandum or through invoicing.

2.19 **GUARANTEE AGAINST DEFECTS SHALL BE FOR ONE (1) YEAR**

The Contractor shall be responsible for faulty labor and defective material and equipment within a period of one (1) year starting at the time of Owner acceptance of the project. The Contractor shall promptly correct any deficiencies, without cost to the City, within seven (7) calendar days after the City notifies the Respondent of such deficiencies in writing. Payment in full for the Work does not constitute a waiver of guarantee.

2.20 **NOTICE TO PROCEED**

The Respondent shall not commence any Work, nor enter a Worksite, until a written Notice to Proceed (NTP) directing the Respondent to proceed with the Work has been issued by the City; provided, however, that such notification shall be superseded by any emergency Work that may be required in accordance with the provisions included elsewhere in this Bid and resulting Contract.

2.21 **COMPLIANCE WITH FEDERAL AND FLORIDA STATE REGULATIONS**

All items to be purchased under Contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).
2.22 DEFICIENCIES IN WORK TO BE CORRECTED BY THE RESPONDENT

The Respondent shall promptly correct all apparent and latent deficiencies and/or defects in Work, and/or any Work that fails to conform to the Contract documents regardless of Project completion status. All corrections shall be made within seven (7) calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the Respondent by the City’s project administrator, who may confirm all such verbal reports in writing. The Respondent shall bear all costs of correcting such rejected Work. If the Respondent fails to correct the Work within the period specified, the City may, at its discretion, notify the Respondent, in writing, that the Respondent is subject to contractual default provisions if the corrections are not completed to the satisfaction of the City within seven (7) calendar days of receipt of the notice. If the Respondent fails to correct the Work within the period specified in the notice, the City shall place the Respondent in default.

2.23 WAIVER OF IRREGULARITIES

The City may waive minor informalities or irregularities in Bids received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other Respondents. Minor irregularities are defined as those that will not have an adverse effect on the City’s interest and will not affect the price of the Bids by giving a Respondent an advantage or benefit not enjoyed by other Respondents.

2.23.1 In no event will any such elections by the City be deemed to be a waiving of the Project criteria.

2.23.2 The Respondent who is selected for the Project will be required to fully comply with the Project criteria for the Price Bid, regardless that the Solicitation may have been based on a variation from the Project criteria.

2.23.3 Respondents shall identify separately all innovative aspects as such in the technical Solicitation. Innovation should be limited to Respondent’s means and methods, approach to Project, use of new products, and new uses for established products.

2.24 COUNCIL MEETING

Contractor must be available to attend City Council meetings when required. Contractor must be prepared to answer any questions and/or provide a presentation if requested by Council and/or authorized by the City representative. Contractor will be required to attend City Council meeting for approval of award. Contractor will be notified of date and time of this meeting.

2.25 QUESTIONS AND/OR REQUESTS FOR CLARIFICATION

Any questions and/or requests for clarification regarding this Solicitation shall be submitted in writing to Purchasing Department via email at purchasing@northmiamifl.gov. Bidders must clearly understand that the only official answer or position of the City will be the one issued by the Purchasing Department.
The Solicitation number and title shall be referenced on all correspondence, be sure to include the page and paragraph number for each question in order to ensure that questions asked are responded to correctly. All questions must be received no later than the time and date specified in the Bid Timetable section. All responses to questions/clarifications will be sent to all prospective Respondents in the form of an addendum. **NO QUESTIONS WILL BE RECEIVED VERBALLY OR AFTER SAID DEADLINE.** Addendum(s) will be made available on the City’s webpage and it is the Respondent’s sole responsibility to assure receipt of all (if any) addenda(s).

END OF SECTION
SECTION 3.0
SPECIFICATIONS

3.1 EQUIPMENT SPECIFICATIONS

The equipment herein specified shall be constructed throughout of new parts and materials which have not previously been used other than that necessary for the factory test. The equipment bid must be the latest model.

Nothing in the following specifications shall be construed to restrict the bidding to any particular make of unit. Where the specifications refer to an item which is specific to the product of one manufacturer, a substitute will be acceptable so long as such substitute can perform in an equal or better manner and is specified with the bid proposal submitted for consideration.

The apparent lack of specificity as to any details or the omission thereof of a detailed description concerning any equipment and/or parts shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality.

3.2 MOBILE STAGE

<table>
<thead>
<tr>
<th>3.2.1 MOBILE STAGE STRUCTURE:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Aluminum Structure</strong></td>
</tr>
<tr>
<td><strong>Testing</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.2.2 HYDRAULICS:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leveling and Set-Up (Hydraulic)</strong></td>
</tr>
</tbody>
</table>
Double Mast Lifting Mechanism
Shall include one galvanized steel mast per side, for a complete hydraulic set up of stage, sound, lighting and scenic equipment. Masts must be galvanized steel & have minimum dimensions of 7” x 7”. Masts must be designed to support combined rigging and wind loads. Each mast is made of three (3) sections and pads. Clearance between encased mast sections and pads must be a maximum of 1/32” according to both main flex axes. Equally, the flex strain caused by an unbalanced roof load of 1,550 lb must be properly compensated and controlled by the pads in order to maintain proper functioning of the lifting system.

Hydraulic Stabilizers
Shall include a minimum of four (4) hydraulic stabilizers designed to support up to 15,000 pounds vertically and 2,000 pounds laterally without installing additional bracing.

Hydraulic Motor Power
Built-in, fuel-powered engine for operating the hydraulic system must be provided. No other power source required.

Hydraulic Security and Safety
Hydraulic system shall include a secondary locking mechanism composed of pins and posts when fully open. The main mast locking pins must be ¾” in diameter. The system shall include safety valves on all hydraulic cylinders. Shall include flow control valves for precise calibration.

Stage Height from Ground
Hydraulically adjustable from 3’ 6” to 4’ 3”.

3.2.3 ROOF STRUCTURE:

Trussing
Unit shall be equipped with at least four (4) roof trusses. Trusses shall run the complete width of the stage roof (24’). Trusses to be 2” aluminum tubing for rigging industry-standard sound and lighting equipment. Front and rear trusses shall extend at least 1’-10” past the edge of the stage floor. Each front/rear truss shall be able to hold up to 1,200 lb Two (2) trusses shall be located at the central section of the roof, each capable of holding up to 750 lb balanced or unbalanced load. Shall not require tools, chain hoists or motors.

Rigging Points
Shall include 24 independent rigging points. Each rigging point shall be able to hold up to 1,500 lb. Four (4) additional points located in front of each corner posts with a capacity up to 1,500 lb for rigging PA sound systems shall be available.
<table>
<thead>
<tr>
<th>Component</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rigging Bar</td>
<td>Shall include a 2” tubing, aluminum rigging bar of 14’ that joins 2 rigging points, close to the roof, at around 4”. Rigging bars shall be able to hold 40 lb per linear foot.</td>
</tr>
<tr>
<td>Side Overhang Rigging Beams</td>
<td>Shall include two (2) 6’ 6” Side Overhang Rigging Beam with a capacity of 1,500lb each to hang sound speakers. Rigging can be upgraded to permit hanging video walls. <strong>Rigging beams that do not reach out 6’ without the need of cantilevering cables are not acceptable</strong>.</td>
</tr>
<tr>
<td>Roof Structure</td>
<td>Shall be an aluminum frame roof structure. Designed to support 11,400 lb of equipment or 20 psf. Shall not deflect beyond L/180 under live load.</td>
</tr>
<tr>
<td>Roof Covering</td>
<td>Shall consist of a white UV resistant 1/8” thick fiberglass roof and gel-coated. Fiberglass must be wrapped and molded around the roof structure, not just glued or riveted. Roof shall be fully waterproof. <strong>Fabric roofs or “non-wrapped” fiberglass roofs will not be considered as equivalent</strong>.</td>
</tr>
<tr>
<td>Secondary Roof Support (Corner Posts)</td>
<td>Shall include four (4) corner posts 3” x 3” connecting the roof corners to the stage floor, providing additional safety factor. Designs with posts from roof to ground will be deemed unacceptable.</td>
</tr>
<tr>
<td>Height from stage roof to floor</td>
<td>Upstage clearance of 13’-4”. Downstage clearance of 14’-6”</td>
</tr>
</tbody>
</table>

### 3.2.4 STAGE:

<table>
<thead>
<tr>
<th>Component</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage Surface</td>
<td>The floor shall be made of ½” thick birch plywood sheets. Floor shall have a black non-skid surface with high wear resistance and be easy to maintain.</td>
</tr>
<tr>
<td>Reinforced Deck Edges</td>
<td>Shall include aluminum reinforced deck edges to protect entire perimeter of stage surface.</td>
</tr>
<tr>
<td>Stage Width</td>
<td>Shall be no less than 24’ from left to right.</td>
</tr>
<tr>
<td>Stage Depth</td>
<td>Shall be no less than 20’ from back to front.</td>
</tr>
<tr>
<td>Stage Expandability</td>
<td>Floor space shall be easily increased to 40’ x 32’, for example by adding optional 4’ x 8’ or 4’ x 4’ extension platforms.</td>
</tr>
<tr>
<td>Platform Support Brackets</td>
<td>Shall include support brackets integrated to stage frame for easy installation of optional 4’ x 8’ or 4’ x 4’ extension platforms and skirting.</td>
</tr>
<tr>
<td><strong>Quick Leveling Legs</strong></td>
<td>Stage legs and screw jacks shall be rated at a minimum of 10,000 lb. Adjustable height shall address irregular terrain and permit installing stage at 4’ 3” high.</td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Adjustable Stairway</strong></td>
<td>Shall be aluminum, 6” adjustable and a minimum width of 3’. Shall include two (2) handrails. Shall have Teflon sliders for handling on deck surface.</td>
</tr>
<tr>
<td><strong>Stage Guardrails (removable)</strong></td>
<td>Lightweight, aluminum guardrails must mount to stage edge to protect the sides and back of the upstage area. Guardrails shall be tested at 400 lb.</td>
</tr>
<tr>
<td><strong>Work Lighting</strong></td>
<td>Shall include at least four (4) LED work light, with controls at stage level and powered by an integrated battery.</td>
</tr>
<tr>
<td><strong>Floor Structure</strong></td>
<td>Shall resist at least 150 psf.</td>
</tr>
<tr>
<td><strong>Electrical system</strong></td>
<td>The electrical system shall be powered by a deep cycle battery, integrated into the stage. Three (3) methods of recharge shall be available: the towing vehicle’s alternator, an external AC power source and boosting terminals.</td>
</tr>
</tbody>
</table>

### 3.2.5 TRAILER:

<table>
<thead>
<tr>
<th><strong>Towing Vehicle</strong></th>
<th>Can be pulled with a pickup truck or a commercial tractor.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Weight</strong></td>
<td>Shall be under 10,000 lbs unladen.</td>
</tr>
<tr>
<td><strong>Extra Cargo Capacity</strong></td>
<td>In closed position, the trailer shall have at least 766 cu. ft. of storage area where up to 5,000 lb of extra cargo can be stored for transport.</td>
</tr>
<tr>
<td><strong>Trailer Height</strong></td>
<td>Shall have a maximum height of 11’-1”.</td>
</tr>
<tr>
<td><strong>Trailer Lights</strong></td>
<td>Must be fitted with LED lights.</td>
</tr>
<tr>
<td><strong>Hitch Mechanism</strong></td>
<td>Shall be equipped with drawbar and pintle eye or ball coupler.</td>
</tr>
<tr>
<td><strong>Leaf Spring Axles</strong></td>
<td>Suspension shall be provided by two (2) leaf spring axles. Shall be easy to inspect 16,000 lb capacity.</td>
</tr>
<tr>
<td><strong>Tires</strong></td>
<td>Four (4) 16” tires.</td>
</tr>
<tr>
<td><strong>Spare Tire</strong></td>
<td>Shall come with a full-size spare tire on standard rim complete with integrated storage.</td>
</tr>
<tr>
<td><strong>Brakes</strong></td>
<td>Shall include electric brakes on all wheels and emergency breakaway system required by DOT.</td>
</tr>
<tr>
<td></td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Storage Compartment** | Shall provide a compartment for storage within reach in closed position. Minimum dimensions of 18”x18”x16”.
| **Tie Downs**       | Shall include a minimum of ten (10) tie-downs for fastening cargo.                                     |
| **3.2.6 SOUNDS:**   |                                                                                                       |
| **Speakers**        | Ten (10) 12 Line Array Speakers.                                                                       |
| **Subwoofers**      | Six (6) Powered Double 18” Subwoofer.                                                                   |
| **Frame**           | Two (2) Caster Frame for Flying.                                                                        |
| **Speakers**        | Five (5) 12” 2-Way Powered Speakers.                                                                    |
| **Microphones**     | Twelve (12) Wire Microphone. Three (3) Wireless Microphones and Receiver                               |
| **Mixers**          | One (1) Digital Mixer.                                                                                  |
| **Mixing Console**  | One (1) Hard Case for Mixer.                                                                           |
| **Digital Snake**   | 32 Channel Digital Snake                                                                               |
| **Drum Microphone** | Drum Microphone Kit Five (5) Mics with Clips                                                          |
| **3.2.7 LIGHTS:**   |                                                                                                       |
| **Lighting**        | Ten (10) 18W Bulbs Mounting Clamps and Power Adapters Included.                                        |
| **Lighting**        | 4 Moving LED Fixture – Beams With Mounting Brackets and Case With Powercon Cabling.                    |
| **Lighting Console**| 1024 Channel (600 Scenes)                                                                               |
| **3.2.8 STANDARDS:**|                                                                                                       |
| **Full Conformity to Applicable Regulations** | Manufacturer shall comply with ICC, IBC, SAE, DOT, NFPA-701, NBC S-2005, ULC S-109 and all welding must be CWB certified and inspected by an independent firm according to CSA 47.1 and 47.2 norms or equivalent. Manufacturer shall provide Engineering Certification for the State or the Province where the sale will take place. |
| **Wind Resistance** | Shall withstand sustained winds of no less than 102 mph without windwall and up to 77 mph with windwall installed. *Inferior safety factor in resisting wind is deemed unacceptable.* |
Vertical Load | **Floor: 150 psf. / Roof: 20 psf. Inferior factor in the floor capacity is deemed unacceptable.**
---|---
Rigging Load | Up to 11,650 lb net roof capacity with sound wings.

### 3.2.9 DOCUMENTATION:

<table>
<thead>
<tr>
<th>Operations Manuals</th>
<th>Two (2) complete operations manuals.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification / Drawings</td>
<td>Drawings shall be indicative of specifications. Shall include stamped certification from a licensed engineer, stating that the stage meets the required safety standards as per the International Building Code of 2015 and the National Building Code of 2010 for live loads, permanent loads, point loads and wind resistance. Certificate for the State or the Province from a licensed engineer shall be provided with the bid.</td>
</tr>
</tbody>
</table>

### 3.2.10 SERVICE:

<table>
<thead>
<tr>
<th>Warranty</th>
<th>Warranty shall cover the stage for a minimum of one (1) year from the date of acceptance by the County, including all hydraulic components, mechanical devices, electric brakes, axles and hitch mechanism, and all items not considered under normal wear and tear. A sample of the warranty shall be included with bid proposal.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery and Installation</td>
<td>No Later than 180 days after issuance of Notice to Proceed.</td>
</tr>
</tbody>
</table>

**END OF SECTION**
SECTION 4.0
BID FORM
The proposed price shall include the manufacturing of a new Mobile Stage Unit, for the City of North Miami’s Parks and Recreation Department, in accordance with the requirements and specifications contained herein. If any exceptions to these specifications are taken, the bid price should reflect those exceptions. The exceptions and the rationale for each exception taken should be clearly noted “EXCEPTIONS TO SPECIFICATIONS”.

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Stage Unit</td>
<td>$</td>
</tr>
</tbody>
</table>

NOTES:

- The Respondent acknowledges that the project must be completed within one hundred and eighty (180) days from the City’s issuance of a Notice-to-Proceed.
- Respondent(s), individual, partnership, corporation or association responding to this Solicitation certifies that all statements made in this document are true and correct to the best of their knowledge. Moreover, the Respondent(s) agrees to hold this offer open for a period of ninety (90) days from Bid Opening.
- Respondent(s) understand and agree to be bound by the conditions contained in this Solicitation and shall comply with all requirements.

Company Name

Authorized Company Representative (Print Name)  Date:

Authorized Company Representative (Signature)  Title:
SECTION 5.0
COVER PAGE & CONTACT INFORMATION FORM
This form should be included as the very first page of your Proposal. Please complete the form in its entirety and have it signed by either an authorized officer or principal of the Respondent. The “Contact Person” listed below should be an authorized designee of the Respondent whom the City may contact for any questions and/or to forward any correspondence related to this Solicitation.

Legal Name of Proposer(s): __________________________________________

Federal Employee Identification Number (FEIN): __________________________

Mailing Address: ______________________________________________________

City, State, Zip Code: ________________________________________________

Contact Person: ______________________________________________________

Title: ______________________________________________________________

Email Address: _______________________________________________________

Telephone Number: _________________________________________________

Fax Number: (if any) _________________________________________________
1. I hereby certify that I am authorized to act on behalf of the Respondent, individual, partnership, corporation or association making this Bid and that all statements made in this document are true and correct to the best of my knowledge.

2. By submitting a Bid, the Respondent certifies that the Respondent has fully read and understands the Solicitation and has full knowledge of the scope, nature, and quality of Work to be performed.

3. Respondent, individual, partnership, corporation or association responding to this Solicitation certifies that all statements made in this document are true and correct to the best of their knowledge. Moreover, the Respondent agrees to hold this offer open for a period of ninety (90) days from the deadline for receipt of Bids.

4. Respondent understands and agrees to be bound by the conditions contained in this Solicitation and shall conform to all the requirements.

Company Name

Authorized Company Representative (Print Name) Date:

Authorized Company Representative (Signature) Title:
SECTION 6.0
MINIMUM REQUIREMENTS & BID SUBMITTAL CHECKLIST
### Minimum Requirements

**Mobile Stage Unit**  
**IFB 10-18-19**

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Check List</th>
</tr>
</thead>
</table>
| 1.) | The Respondent shall be licensed to do business in the State of Florida.  
Bidders submitting proposals as joint ventures shall submit a fully executed copy of their joint venture agreement. The joint venture must also comply and submit evidence of being licensed to do business in the State of Florida in order to be considered for this project. | Attach Copy of Active Sunbiz.org Registration |
| 2.) | Provide documentation that demonstrates the Bidder has a minimum of five (5) years of experience as a Mobile Stage Unit retailer and/or manufacturer. | Attach Relevant Documents |
| 3.) | Bidder must be able to demonstrate that they have available and are currently maintaining an established service center and parts depot capable of satisfying the warranty service requirements and parts requirements for the model and quantity of units bid. | Attach Relevant Documents |
| 4.) | **References:** The Respondent must provide at least three (3) references of clients for which it has performed work similar in scope to the project described in this Solicitation, within the past ten (10) years as the prime contractor. If available, such references should be for projects performed on behalf of public/government agencies located within the State of Florida. References must be submitted on contract Form A-14. | Attach Form A-14 |
This checklist is provided only as a reference document for Bidders and outlines documents which must be submitted as part of the Bid proposal. Any Bid received without any one or more of these documents may be rejected as being Non-Responsive. Please be advised that this checklist should not be interpreted as a comprehensive list of all information required by this Solicitation from prospective Bidders. It simply serves as a guide for the most significant documents to be included in the Bidder’s proposal and should be enhanced as deemed necessary.

Company Name: 

<table>
<thead>
<tr>
<th>Tab/Page No.</th>
<th>Section One (1) Appendix Forms</th>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cover Page and Contact Information Form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bid Form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minimum Requirements Checklist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bid Submittal Checklist</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tab/Page No.</th>
<th>Section Two (2) City Contract Forms</th>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1</td>
<td>Public Entity Crimes Affidavit</td>
<td></td>
</tr>
<tr>
<td>A-2</td>
<td>Non-Collusive Bid Certificate</td>
<td></td>
</tr>
<tr>
<td>A-3</td>
<td>Local Preference Affidavit (if applicable)</td>
<td></td>
</tr>
<tr>
<td>A-3(a)</td>
<td>Statement of Intent (if applicable)</td>
<td></td>
</tr>
<tr>
<td>A-5</td>
<td>Acknowledgement of Addenda</td>
<td></td>
</tr>
<tr>
<td>A-6</td>
<td>Disclosure of Subcontractors &amp; Suppliers (if applicable)</td>
<td></td>
</tr>
<tr>
<td>A-7</td>
<td>Insurance Requirements</td>
<td></td>
</tr>
<tr>
<td>A-14</td>
<td>References</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX “A”
CONE OF SILENCE ORDINANCE
DIVISION 8. CONE OF SILENCE

Sec. 7-192. Cone of Silence

(a) Purpose and intent. The requirements of section 2-11.1, Cone of Silence Ordinances of the Code of Miami-Dade County, Florida, as amended, shall be applicable to the city. It is the intent of this code to prevent potential bidders, offerors or service providers from communicating with city department heads, their staff or selection and evaluation committee members during the period of time in which the cone of silence is imposed.

(b) Cone of silence is defined to mean a PROHIBITION on:

(1) Any communication regarding a particular RFP, RFQ or IFB between a potential offeror, service provider, bidder, lobbyist, or consultant and the city's professional staff including, but not limited to, the city manager and his or her staff;

(2) Any communication regarding a particular RFP, RFQ or IFB between the mayor, city council or their respective staffs and any member of the city's professional staff including, but not limited to, the city manager and his or her staff;

(3) Any communication regarding a particular RFP, RFQ or IFB between a potential offeror, service provider, bidder, lobbyist, or consultant and any member of the selection committee or evaluation committee;

(4) Any communication regarding a particular RFP, RFQ or IFB between the mayor, city council or their respective staffs and any member of the selection committee or evaluation committee; and

(5) Any communication regarding a particular RFP, RFQ or IFB between a potential offeror, service provider, bidder, lobbyist, or consultant and the mayor, City Council and their respective staffs.

(c) The city manager and the chairperson of the selection committee may communicate about a particular selection committee recommendation, but only after the committee has submitted an award recommendation to the city manager and provided that should any change occur in the committee recommendation, the content of the communication and of the corresponding change shall be described in writing and filed by the city manager.

(d) Notwithstanding the foregoing, the cone of silence shall not apply to:

(1) Competitive processes for the award of CDBG, HOME, and SHIP funds and community-based organization (CBO) competitive grant processes, administered by the city;
(2) Communications with the city attorney and his or her staff;

(3) Duly noticed site visits to determine the competency of bidders regarding a particular bid during the time period between the opening of bids and the time the city manager makes a written recommendation;

(4) Emergency procurements of goods or services pursuant to section 7-144;

(5) Communications regarding a particular RFP, RFQ or IFB between any person and the director of the purchasing department or designee, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document; and

(6) Communications regarding a particular proposal, quotation or bid between the director of the purchasing department or designee and a member of the selection committee or evaluation committee provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document.

Sec. 7-193. Procedure

(a) A cone of silence shall be imposed upon each RFP, RFQ and IFB after the advertisement of said RFP, RFQ or IFB. At the time of imposition of the cone of silence, the director of the purchasing department or designee shall provide for public notice of the cone of silence. The director of the purchasing department shall issue a written notice thereof to the affected departments, file a copy of such notice with the city clerk, with a copy thereof to each city council member, and shall include in any public solicitation for supplies or services a statement disclosing the requirements of this ordinance. Notwithstanding any other provision of this section, the imposition of a cone of silence on a particular RFP, RFQ or IFB shall not preclude procurement staff from obtaining industry comment or performing market research provided all communications related thereto with a potential offeror, service provider, bidder, lobbyist, or consultant are in writing or are made at a duly noticed public meeting.

(b) The cone of silence shall terminate at the time the city manager makes his or her written recommendation of award; provided, however, that if the city manager refers the recommendation back to the director of the purchasing department for further review, the cone of silence shall be re-imposed until such time as the city manager makes a subsequent written recommendation of award. If the city manager rejects all bids or proposals submitted in response to an RFP or IFB and concurrently requests the re-issuance of an RFP or IFB, the rejected bids or proposals shall remain under the cone of silence until such time the city manager issues a written recommendation of award or until the city manager withdraws the re-issuance RFP or IFB.

(c) Exceptions. The provisions of this code shall not apply to oral communications at pre-bid conferences, oral presentations before selection committees or evaluation committees, contract negotiations during any duly noticed public meeting, public presentations made to the city council during any duly noticed public meeting or communications in writing at any time with any city employee, official or member of the city council unless specifically prohibited by the applicable RFP, RFQ or IFB documents. The offeror or bidder shall file a copy of any written communication with the city clerk. The cone of silence shall not apply to small purchases or emergency purchases, pursuant to this code.